

E X H I B I T   IV

LIST OF THE HANDOUT MATERIAL FOR THE RECORDS MANAGEMENT TRAINING PROGRAM

- A. Task Force Report on Records Management (Appendix C).
- B. Federal Records Management Since the Hoover Commission Report by Herbert E. Angel.
- C. Decentralized Form Control [REDACTED]
- D. Printing and Reproduction Manual, 1953.
- E. Instructions for Preparation of Personnel Information Cards - Form 37-6.
- F. CIA Filing Manual.
- G. Money in the Wastebasket. Fortune, Feb. 1953.
- H. Quality Controlled Paperwork and Record Keeping.
- I. "They'll Do It Everytime." (Cartoon by Hatlo)
- J. Reports Appraisal Check List.
- K. Disposition of Federal Records.
- L. Summaries of the Meetings.
- M. Responsibilities of an Area Records Officer.
- N. Records Management Review. Issue #1.
- O. Regulation of the General Services Administration. Title 3, Federal Record.
- P. Proposed Issuance to Establish Records Management Program.

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